

INTEROFFICE CORRESPONDENCE

DATE: June 7, 1993

TO: Distribution *UB*

FROM: R. L. Benedetti, Environmental Restoration Management, Bldg. 080, X8540

SUBJECT: PREPARATION FOR THE RECORD OF DECISION (ROD) FOR OPERABLE UNIT (OU) NO. 16, LOW PRIORITY - RLB-268-93

Action: Due date of June 14

The OU16 Administrative Record (AR) is being reviewed for content and completeness in preparation for the ROD. The purpose of this memo is to request your support in this effort.

The AR is a collection of all documents which were relied upon to select a response action for the cleanup of the Individual Hazardous Substance Sites (IHSSs). Requirements for ARs are established under Section 113(k)(1) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) 1980, as amended by the Superfund Amendments and Reauthorization Act (SARA) 1986.

Please check your files to see if they contain documents meeting the above criteria. The AR staff will contact you on Thursday, June 10 to see if you need assistance with this action.

Time is of the essence to meet the ROD date. All documents must be received by the AR staff no later than June 14 to be included in the index.

If you require additional information or have any questions, please contact K. Bentzen at Extension 8753 or J. R. Warden at Extension 6989.

DLU:dlu

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K. Bentzen *B*

ADMIN RECORD

U M

RECEIVED FOR FILE
BY <i>G. E. Marx</i>
DATE <i>6-22-93</i>